



**June 16, 2004**

**DIRECTOR'S MEMORANDUM: 17-04**

**FOR:** REGIONAL ADMINISTRATORS AND DIRECTORS  
FOR VETERANS' EMPLOYMENT AND TRAINING

**FROM:** GORDON J. BURKE, JR.  
Director, Operations and Programs [**Approved**]

**SUBJECT:** Incarcerated Veterans' Transition Program (IVTP) Reporting  
Procedures and IVTP Manual Distribution

**I. Background:**

Veterans' Program Letter (VPL) No. 02-04 (February 26, 2004) described the IVTP and the Workshop Facilitator training selection criteria. This Director's Memorandum describes the IVTP reporting procedures, and outlines the plans for distribution of the IVTP Participant and Facilitator Manuals.

A minimum of 12 States have requested to be selected for the IVTP project. Several States have already been identified to participate in the pilot of the IVTP course. Changes were made to the Facilitators' and Participant Manuals as a result of the pilot. Further, the issue of reporting has been discussed during the pilot period, and some changes have also been made to the reporting procedures contained in VPL No.02-04. Additionally, the IVTP Manual distribution process is being finalized with our partners from the Department of Veterans Affairs (DVA), who have agreed to distribute the Participant Manuals to those States identified as pilot participants.

## **II. IVTP Reporting:**

Draft reporting procedures were outlined in VPL 02-04, and based on the information received from participants in the pilot course, the reporting procedures have been updated. The procedures for submission of the referral letter and form shown in VPL 02-04 Attachments II and III remain unchanged. Minor changes were made to the reporting requirements; however, we also added an assessment measure to encourage facilitators/internal case managers to provide as complete an Individual Service Strategy (ISS) as possible, and to preclude inappropriate referrals. Besides the minor changes, we have also added definitions for all of the reporting items.

The reporting items are:

A. Number of IVTP Workshop Participants
B. Number of IVTP Workshop Participants who received an assessment following the Workshop
C. Number of IVTP Workshop Participants Referred to One Stop Career Centers
D. Number of IVTP Workshop Participants Registered at a One Stop Career Center
E. Number of IVTP Workshop Participants who received Case Management Service(s)
F. Number of IVTP Workshop Participants Who Received VA Services
G. Number of IVTP Workshop Participants who received Case Management Service(s) and entered employment
H. Number of IVTP Workshop Participants who entered employment after Case Management Service(s) and retained employment for at least 90 days.
I. Number of IVTP Workshop Participants who entered employment after Case Management Service(s) and retained employment for at least 180 days.

Definitions for these reporting items are shown in the Attachment, which shows the Microsoft Excel format for these quarterly reports. The electronic Excel file will be transmitted to each DVET via email along with the electronic distribution of this Director's Memorandum.

### **III. Participant and Facilitator Manuals:**

The National Veterans' Training Institute (NVTI) will distribute the IVTP Facilitator's Manual after the course has been finalized. Only class participants will receive the IVTP Facilitator's manual from the National Learning Center, home of NVTI, and Facilitator's Manual should only be used by NVTI-trained facilitators.

We anticipate that the Participant Manual will be ready for printing in mid June but it will take approximately 6 – 8 weeks to order and complete the printing. Therefore, we do not expect to have Participant Manuals for distribution until September 1, 2004. However, we would like each State that was identified in correspondence from the Veterans' Employment and Training Service (VETS) and DVA to participate in this program to begin ordering Participant Manuals through their DVET. We anticipate that the first few Workshops will be no greater than 10 – 12 participants while working out procedures and processes in the various correctional institutions. Recommended Workshop size thereafter should not exceed 20 participants.

### **IV. Actions:**

- A. IVTP reports are only required for the nine State Workforce Agencies (SWA) selected to participate in the IVTP project. Other States with similar projects underway may also use these forms, at their discretion.
- B. The DVETs in the nine selected States should coordinate with the designated State representative to obtain the required information so that the DVET can submit the completed reports in a timely manner along with VETS' other required quarterly reports. The completed Excel worksheet should be forwarded via email attachment to Maryland ADVET Larry Mettert, at: [Mettert.larry@dol.gov](mailto:Mettert.larry@dol.gov)
- C. The DVET will also coordinate with the SWA to identify the participating correctional institutions and arrange delivery of sufficient Participant Manuals to accommodate all planned Workshops for an upcoming three month period. Participant manuals will be forwarded to the address provided to the DVET by SWA staff. Requests for Participant Manuals should be forwarded via email to Maryland DVET Stanley Seidel, at: [Seidel.Stanley@dol.gov](mailto:Seidel.Stanley@dol.gov)

### **V. Expiration: When Superseded**

Attachment

VET-DETP: SSeidel:bvf:5/26/04:FPB:Rm.S-1312:693-4756  
Official File;Pending:File:A:DM IVTP:Revised:6/14/04